

**U.S. Department of State
Notice of Funding Opportunity**

Program Office: Office to Monitor and Combat Trafficking in
Persons, International Programs Section
Opportunity Title: Fiscal Year (FY) 2015 International Programs to
Combat Child Trafficking in Ghana – NGOs
Announcement Type: Request for Full Proposals
Funding Opportunity: AT-ATC-15-006
**Catalog of Federal Domestic
Assistance Number(s):** 19.019
Deadline for Applications: Monday, July 20 at 5PM EST

EXECUTIVE SUMMARY

The Office to Monitor and Combat Trafficking in Persons, U.S. Department of State (TIP Office) leads the United States' global engagement to combat human trafficking. This Office partners with foreign governments, international organizations, and civil society to develop and implement effective strategies for confronting modern slavery, including through targeted foreign assistance.

The Government of the United States and the Government of Ghana are concluding negotiations of a Child Protection Compact (CPC) Partnership to jointly support enhanced and more effective anti-trafficking efforts in Ghana over five years. The governments are concerned that the sex trafficking and forced labor of children, if left unabated, will have devastating and lasting physical, psychological, and developmental consequences for child victims. They are prevalent within Ghana and will require concerted efforts to be significantly reduced.

The TIP Office will fund organizations to work collaboratively in Ghana to achieve the development and implementation of new policies and programs that build more effective and sustainable systems to hold perpetrators of child trafficking criminally accountable, identify child victims of trafficking in persons, coordinate the provision of comprehensive protective services, and significantly reduce the trafficking of children. The CPC Partnership will serve as the framework for the participants to work collaboratively and cooperatively over the next five years to achieve the Partnership's goals and objectives. The award of any

and all funds for projects under this announcement will be contingent on the signing of a U.S.-Ghana CPC Partnership.

TRAFFICKING IN GHANA OVERVIEW

The overarching purpose of this Partnership is to enhance the effectiveness of Ghana's efforts to combat child trafficking by working collaboratively to build coordinated systems of justice and protection that hold perpetrators of child sex and labor trafficking accountable under Ghanaian law, to ensure that services for child trafficking victims are comprehensive and gender sensitive, foster recovery and community integration, and undertake measures to prevent child trafficking.

Ghanaian boys and girls are subject to forced child labor within Ghana in fishing, domestic service, street hawking, begging, portering, quarrying, artisanal gold mining, and agriculture; and Ghanaian girls, and to a lesser extent boys, are subjected to sex trafficking within Ghana, including in the regions around Lake Volta and in the oil-producing regions.

Further information about Ghanaian government ministries and anti-trafficking activities is in Attachment 2.

BACKGROUND

The Trafficking Victims Protection Act of 2000 (Div. A, P.L. 106-386), as amended (TVPA), authorized the establishment of the TIP Office in the U.S. Department of State. The TIP Office leads the United States' global engagement on the fight against human trafficking and seeks **partnerships** with foreign governments, civil society, and multilateral organizations to combat modern slavery utilizing the "3P" strategy: **prosecuting** traffickers, **protecting** and assisting trafficking victims, and **preventing** trafficking in persons. Through targeted foreign assistance, the TIP Office funds programs that address human trafficking, the act of obtaining or maintaining another person in compelled service. This includes forced labor and sex trafficking, which may take the form of bonded labor, involuntary domestic servitude, forced child labor, child sex trafficking, and the unlawful recruitment and use of child soldiers.

The TVPA requires that the Department of State submit an annual assessment of governments' efforts to address trafficking in persons. The *TIP Report* is an important diplomatic tool in the Department's dialogue with other governments and also serves as the guide on U.S. foreign assistance for governments and NGOs

in countries working to eradicate trafficking. The *2014 TIP Report*, available at <http://www.state.gov/j/tip/rls/tiprpt/2014/index.htm>, includes tier rankings and country-specific recommendations for 188 countries and territories.

Since the United Nation's Palermo Protocol was adopted and the TVPA enacted into law, 166 countries have become parties to the Protocol. In addition, more than 100 countries have passed anti-trafficking laws and many countries have established specialized law enforcement units, set up trafficking victim assistance mechanisms, and launched public awareness campaigns. Nonetheless, the number of victims identified and assisted and traffickers convicted remains low relative to the size of the problem. The ongoing challenge is for governments to effectively implement the legal and policy frameworks that have been created and for full ratification and implementation of the Palermo Protocol.

Through this solicitation and in keeping with the country-specific recommendations in the *TIP Report*, the TIP Office seeks to fund programs that help the government of Ghana enforce laws to combat human trafficking; improve and expand victim protection services; and improve coordination of anti-trafficking efforts.

Information on the U.S. government's anti-trafficking efforts at large is available at: <http://www.state.gov/j/tip/response/index.htm>. A list of international programs recently funded by the TIP Office is available at: <http://www.state.gov/j/tip/intprog/index.htm>.

FUNDING OF PROPOSED PROJECTS

The TIP Office seeks to fund projects in Ghana that will support implementation of the Child Protection Compact (CPC) Partnership between the government of the United States of America and the government of the Republic of Ghana. The award of any and all funds for projects under this announcement will be contingent on the signing of a U.S.-Ghana CPC Partnership.

The goals of the CPC Partnership are:

1. To establish a more holistic approach to significantly reduce child trafficking that is characterized by greater efficiency and improved coordination of activities to eradicate child trafficking; and

2. To enhance and make more effective the efforts to prevent child trafficking, prosecute and convict of child traffickers, and improve the quality of protection services for child victims.

There is no limit to the number of objectives a proposal may address. However, at least one activity under a chosen objective must be addressed. The projects should be focused in selected districts and communities, as proposed by the applicant, in any of the three target regions, the Central, Volta, and Greater Accra regions in Ghana. With this funding, the TIP Office intends to support projects with clear and measurable objectives and outcomes.

List of Objectives and Activities

Protection Objective 1: Provision of comprehensive, gender sensitive, trauma-informed care and case management services with appropriate community integration and follow up for an increased number of child trafficking victims in selected districts and communities in the Volta, Central, and Greater Accra regions.

Activities – Not to exceed \$1 million

- A. Partial support for the provision of comprehensive services (e.g., safe shelter, medical, legal, counseling, psycho-social, educational, reintegration, and follow-up services) provided by NGOs for child victims of sex trafficking and/or forced child labor in fishing and other work settings for up to 48 months. Funding is intended to support the expansion of services available to meet the needs of child trafficking victims.

Sample Outcome: Enhanced and expanded services for child trafficking victims are available and provided for an increased number of children by two or more NGOs; the NGOs should have a plan for sustainable support of such services.

Protection Objective 2: Development of livelihood-creation opportunities for families of victims in selected districts and communities in the Volta, Central, and Greater Accra regions.

Activities – Not to exceed \$450,000

- A. Develop and implement sustainable livelihood generation programs tailored to local market circumstances and the needs of families of children who are

removed from trafficking situations and reintegrated in communities, and assist the families to access community resources including education, health care, and the cash transfer program. Funded projects of up to 36 months must coordinate with NGOs providing care and reintegration services for child trafficking victims.

Sample Outcome: Families of reintegrated child victims have new/additional resources that reduce the likelihood the children are re-trafficked and reintegrated children benefit from education and health resources.

Prosecution Objective 1: An increased number of successful investigations and prosecutions of perpetrators of forced child labor and child sex trafficking in selected districts and communities in the Volta, Central, and Greater Accra regions.

Activities – Not to exceed \$100,000

- A. Provide support for child trafficking victim/witness participation in criminal proceedings, including preparation for trial and trauma counseling. One project is anticipated.

Sample Outcome: Child victims who serve as witnesses are prepared and supported in a manner that reduces re-traumatization throughout the prosecution of cases in which they are witnesses.

Prevention Objective 1: Increased public awareness of the nature of child trafficking, the devastating impact on children, and the importance of prevention in selected districts and communities in the Volta, Central, and Greater Accra regions.

Activities – Not to exceed \$540,000

- A. Conduct a baseline study of awareness and prevalence of child trafficking in the target communities and develop and implement an awareness raising campaign using radio drama or other media that educates the public and increases understanding of child trafficking, how to prevent it, and how to respond to/refer suspected cases of child trafficking in the community. One project is anticipated for a period of 24 months.

Sample Outcome: The public's increased awareness and knowledge of child trafficking in Ghana prevents child trafficking from occurring and promotes appropriate community action when child trafficking is suspected.

- B. Support the development and implementation of education and sensitization programs for district and community child protection committee leaders to increase their understanding of child trafficking, how to respond to/refer cases and coordinate efforts with appropriate agencies, and facilitate reintegration of child trafficking victims in communities. One project is anticipated to work in selected communities in one district per target region for up to 36 months.

Sample Outcome: District and community child protection committees recognize potential child trafficking cases, take appropriate action, and support reintegration of child trafficking victims in the community.

- C. J/TIP supports organizing a national symposium lasting 1-2 days on child trafficking in Ghana. The goal is to raise awareness and understanding of child trafficking in Ghana, including identification and protection of victims, prosecution of perpetrators, and prevention.

REQUIREMENTS FOR SUBMISSION OF FULL PROPOSALS

Non-governmental organizations (NGOs) and institutions of higher education currently working to combat trafficking in Ghana are eligible to apply. For-profit organizations currently working to combat trafficking in Ghana are also eligible to apply, but will not be allowed to generate a profit from grant-funded activities. Organizations must have an established presence in country and have been active on the ground within the last year to be eligible for funding. Proposals must focus on the Central, Volta, and/or Greater Accra regions.

Public international organizations (PIOs) are not eligible to apply under this solicitation. A separate announcement will be posted under which PIOs can apply (AT-ATC-15-007).

To be considered for FY 2015 funding, proposals should be submitted by Monday July 20 at 5 PM EST. *All proposal information is required to be in the English language and written using Times New Roman or Arial 12 point font, unless otherwise noted in this announcement.*

Full proposals must include Sections 1 through 9 in the order listed below. No submissions will be accepted via email.

Required Sections – Overview

- Section 1** Online Forms/Standard Forms
- Section 2** Project Narrative
-Please use MS Word Document (No PDF files)
-Must Not Exceed 10 Pages
- Section 3** Logic Model
-Please use MS Word Document or MS Excel 97-2003 (No PDF files)
- Section 4** Timeline
-Please use MS Word Document or MS Excel 97-2003 (No PDF files)
- Section 5** Summary Budget, Line-Item Budget and Budget Narrative
- Please use MS Word Document or MS Excel 97-2003 (No PDF files)
- *Budget documents must not exceed 7 Pages **combined***
- Section 6** NICRA Agreement **Required only if Applicable*
- Section 7** Resumes and Qualifications of Key Positions
- Section 8** Certification of Training Requirement
- Section 9** Letters of Intent to Cooperate in Partnership **Required only if Applicable*

PLEASE NOTE: When documents are uploaded into GrantSolutions.gov and Grants.gov, they are converted into a PDF format. Documents such as the line-item and summary budgets that are uploaded as spreadsheets become distorted and difficult to read. *Please upload all budget documents as PDFs to GrantSolutions.gov and Grants.gov. This ensures all the documents will be legible and will facilitate their review.*

Required Sections

Section 1 – Online Forms: Standard Forms 424, 424A, and 424B

Complete the SF-424, SF-424A, and SF-424B forms as described in the instructions provided through www.grantsolutions.gov. In addition, the following specific information may be helpful when completing the fields of the SF-424.

SF-424 – Complete all fields except fields noted as “Leave blank” below.

1. Type of Submission: Application
2. Type of Application: New
 - a. Date Received: Leave blank. This will automatically be assigned
3. Applicant Identifier: Leave blank
- 5a. Federal Entity Identifier: Leave blank

- 5b. Federal Award Identifier: Leave blank
6. Date Received by State: Leave blank. This will automatically be assigned
7. State Application Identified: Leave blank. This will automatically be assigned
- 8a. Enter the legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization's legal name.
- 8b. Employer/Taxpayer ID Number: Non-U.S. organizations enter 44-4444444
- 8c. Enter organizational Unique Entity Identifier number (UEI). Organizations can request a UEI number at: <http://fedgov.dnb.com/webform>.
- 8d. Enter the full address of the applicant
- 8e. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
- 8f. Enter the name, title, organization, and contact information of person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: Office to Monitor and Combat Trafficking in Persons
11. Enter: 19.019
12. Enter the Funding Opportunity Number and Title. This number will already be entered on electronic applications.
13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications.
14. Areas Affected by Project: List the country or countries in alphabetical order where project activities will take place.
15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
- 16a. US based organizations should enter the congressional district of the applicant. Non-US organizations should enter 00 in the same space.
- 16b. Leave blank
17. Enter a start date of September 30, 2015 and a projected end date
18. Enter the amount requested for the project under "Federal" (18a); enter any cost-share under "Applicant" (18b).
19. Enter "c"
20. Select the appropriate box. If you answer "yes" to this question you will be required to provide an explanation.
21. Enter the name, title, and contact information of the individual authorized to sign for the application.

SF-424A – This form is often described by applicants as confusing. Please review the detailed instructions below BEFORE completing this form online.

Section A - Budget Summary- Complete Row 1

1a. Enter: Anti-Trafficking Program (This is the only grant program that needs to be entered)

1b. Enter: 19.019

1c-d. Leave these fields blank

1e. Enter the amount of federal funds you are requesting for this project

1f. Enter the amount of any other funds you will receive towards this project

1g. Enter the total cost of this project

Rows 2, 3, and 4 leave blank

Section B – Budget Categories – Enter total project costs in each category in Column 1 as described below. In Column 5 the form should automatically show the sum. Columns 2, 3, and 4 leave blank.

6a-h. Enter the amount for each object class category (Include cost sharing).

6i. Enter the sum of 6a-6h

6j. Enter any indirect charges

6k. Enter the sum of 6i and 6j

7. Enter any program income that will be earned as a result of the project. If there is none leave this section blank.

Section C - Non-Federal Resources (Only complete this section if your project includes an applicant cost share or funds from other sources)

8a. Under Grant Program enter: Anti-Trafficking Program

8b. Enter your cost share amount

8c. Enter the amount of any other funding sources for this project

8d. Leave blank

8e. Enter the total amount for all non-federal resources (the form should automatically show this sum)

Rows 9, 10, and 11 leave blank

Section D - Forecasted Cash Needs

13. In the first column enter the total amount of federal funds requested for the project. Forecasted cash needs by quarter are not required.

14. In the first column enter the total amount of non-federal funds you expect to expend during the project. Forecasted cash needs by quarter are not required.

15. In the first column enter the sum of 13 and 14 (the form should automatically show this sum). Forecasted cash needs by quarter are not required.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

- 16a. Under Grant Program enter: Anti-Trafficking Program
- 16b. Enter the amount of federal funds you expect to expend in year one of the project
- 16c. Enter the amount of federal funds you expect to expend in year two of the project (if applicable).
- 16d. Enter the amount of federal funds you expect to expend in year three of the project (if applicable).
- 16e. Leave blank
- Rows 17, 18, 19 Leave blank
20. Enter the total amount for each year (The form should automatically show this sum).

Section F - Other Budget Information

21. Enter: Direct Charges – **Leave Blank**
22. Enter: Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed).
23. Enter any comments

SF-424B

This form must be signed online electronically in the www.grantsolutions.gov system.

Section 2 – Project Narrative – Must Not Exceed 10 Pages

A. Key Information and Brief Project Summary

The project narrative must list the following key information at the beginning of the proposal narrative:

- Which objectives listed above the proposal addresses,
- Project title,
- Name of applicant organization,
- Name of point of contact for the application, and
- Email address for the point of contact.

This information should be followed by a brief summary of the project that should not exceed 250 words and should include a discussion of the objectives, activities,

and expected results of the proposed project. Additionally, we ask that all applicants incorporate the following into the project summary:

- Ensure that the project is clearly and solely focused on combating child trafficking in Ghana;
- Indicate whether the project addresses child sex trafficking, forced child labor, or both;
- Explain how your work will complement recent and ongoing efforts of existing anti-trafficking activities in Ghana and supports the goals of the CPC Partnership;
- Describe how the project plan ensures sustainability;
- And, if the project includes an element of partnership with other organizations, clearly define the roles of all parties involved.

B. Project Statement

The project statement should briefly describe the need for the program to address a key child trafficking problem in the target region, district and/or community. Available qualitative and quantitative information such as recent research and baseline statistics relevant to the project should be identified. The proposal should describe how the proposed project accomplishes the activities listed under the target objective(s) and the outcomes that would result.

C. Project Objectives, Activities, and Implementation Plan

Applicants should specify which objectives will be addressed. The implementation plan should detail the activities to be undertaken to achieve the objectives, including a general timeline summary. Attach a detailed timeline for completion of project activities. This section should demonstrate the potential capability of the proposed project to build capacity in the target area or within the target audience, and create sustainable results. Roles of key personnel or partner organizations, rationale for locations where activities will be performed, and evidence of local support for the proposed activities should be provided. The proposed objectives should be clearly linked to the intended achievement of measurable and specific performance indicators and thus facilitate evaluation of program effectiveness.

Note: The TIP Office is aware that there are many definitions for the key terms used in project planning and implementation. For consistency, the TIP Office asks that applicants use the terms *goal*, *objective*, and *activity* as follows. A *goal* is a brief statement of what the project hopes to accomplish (the changes it expects to produce) and who will benefit. An *objective* is a statement that describes the intended results or incremental changes that a project intends to achieve by implementing specific activities. Well-worded objectives are detailed, contain clear

statements of change expected as a result of the project, and are “SMART,” i.e. Specific, Measurable, Attainable, Realistic, and Time-Framed. *Activities* are the tasks or actions that a project undertakes to accomplish specific objectives. Activities should be linked to the achievement of specific objectives (see Attachment 2).

D. Evaluation of Effectiveness and Impact

Applicants should specify the performance benchmarks, or indicators, that will be used to evaluate effectiveness and impact. *Performance indicators* are quantitative or qualitative tools used to measure progress toward achievement of objectives and results. They are generally expressed as numeric values, percentages or scores, but they can be expressed in a descriptive manner as well. Indicators should be clear and unambiguous, specify the method of measurement, and enable consistency in data collection. The proposal should include a discussion of methods that will be used for evaluating project performance and effectiveness and include quantifiable output and outcome indicators and related targets for each objective. *Output indicators* are the direct products or services that result from the completion of the proposed activities. *Outcome indicators* represent specific results that a project achieves. Applicants should demonstrate the capacity to collect program data with appropriate instruments and include a description of evaluation methods to document the achievement of outcomes, problems and/or unintended consequences and provide a basis to improve effectiveness. Projects ultimately selected for funding must be willing to be independently evaluated; however, this is not a substitute for applicant monitoring and evaluation of project performance.

Certain types of projects require data collection and reporting on specific performance measurement indicators. Data collection must be disaggregated as specified below. Applicants should address their ability to collect the following if it applies to their proposed project:

- Projects that intend to raise awareness of child trafficking through any type of mass media campaign must identify the target population to be reached, be able to estimate the number of people in that population that are reached, and be able to measure changes in awareness among that population. A target population includes those who are the intended recipients of the awareness raising messages, whether that be the overall population in a community or country, or populations that are particularly vulnerable to child trafficking, which vary by region; and may include persons likely to encounter child trafficking victims, such as health professionals, teachers, law enforcement, immigration and border enforcement, and the general public. Baseline data

must be established prior to implementation of the campaign. Data must be disaggregated by sex, and age - child (under 18) or adult.

- Projects that intend to strengthen the capacity of the government of Ghana to identify and provide protection to child trafficking victims must provide evidence of increased capacity. Examples of acceptable evidence include: an increase in the number of child trafficking victims identified by government officials, increased government funding for victim services, increased in-kind assistance for civil society organizations serving child trafficking victims, adoption of new or amended laws that increase victim protection, and an increase in the number of convictions of traffickers. Baseline data may be taken from the data reported in the preceding year's annual Trafficking in Persons Report published by the TIP Office. Data must be disaggregated by sex, age – child (under 18) or adult, and the type of victimization (forced labor or sex trafficking).
- Projects that intend to provide training and/or mentoring to criminal justice personnel must collect data on training participants disaggregated by sex, type of personnel, and type of training received. No baseline data are needed. Criminal justice personnel include judges, magistrates, prosecutors, and law enforcement officials. There is no minimum length of time to be considered a training and/or mentoring, but any training must be designed and implemented to build capacity and must have specific learning objectives – expected knowledge, skills, and/or competencies to be gained by participants.
- Projects that intend to provide services to child trafficking victims must collect data of number of child trafficking victims served by program that are disaggregated by sex and the type of victimization (forced labor or sex trafficking). No baseline data are needed. A person is considered a child victim of trafficking if they are identified as such by a government agency, non-governmental organization, or law enforcement personnel. Services refer to any intervention designed to specifically benefit an individual child victim of trafficking and can include medical services, legal services, psychological and psychosocial care, shelter and rehabilitation, food and clothing, formal and informal education, vocational training, life skills training, return and reintegration assistance and other rehabilitation and recovery services.

The Common Performance Indicators attachment contains a sample template for developing a framework for data collection and reporting on specific indicators.

E. Organizational Capability and Experiences:

Applications should include a clear description of the applicant's previous programming experience in the field of human trafficking in Ghana. This section should also identify any local partners involved in the project, and provide a brief description of their experience and capacity. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. The experience and expertise of key project personnel should be discussed as it relates to likely attainment of project goals.

Section 3 – Logic Model

Applicants must provide, as a separate attachment, a Logic Model in a font no smaller than 10 point. A Logic Model demonstrates the relationship between the project goals and objectives and the activities that a project undertakes to achieve specific objectives or intended results with the performance measurement indicators for outputs and outcomes. Output indicators are the direct products or services that result from the completion of the proposed activities. Outcome indicators represent specific results that a project achieves. A recommended format is included as a sample; relevant indicators should be used from the Common Performance Indicator attachment. The selected Common Performance Indicators should be incorporated into the Logic Model. If chosen for award, the approved logical model will be used to measure performance. Applicants are reminded to be realistic in their choice of measures.

Section 4 – Timeline

Applicants must provide, as a separate attachment, a timeline in the form of a Gantt chart in a font no smaller than 10 point to demonstrate the relationship between planned activities and timely implementation. A recommended template is included.

If applicants should choose to use the attached template, adjustments may need to be made in order to tailor the listed duration and number of listed activities to match those of proposed projects:

- To expand or reduce the size of the chart (in order to add or reduce the number of activities listed), applicants may double-click on the chart, prompting a blue outline to appear around the table to the right. Expand or reduce the area of cells included in the table by moving the blue line.

- Applicants should rename “Activity1,” “Activity2,” etc. as needed to match the proposed project activities.
- Applicants should fill in the proposed start dates for each activity in Column B, and update the numbers in Columns C and D to reflect the number of days which have passed and the number of days which remain for the activity to be completed.

Section 5 – Summary Budget, Line-Item Budget and Budget Narrative – Must Not Exceed 7 Pages Combined

The budget must specify the total amount of funding requested, must be in U.S. dollars, and must be presented in three formats described in detail below: the Budget Summary, the Line-Item Budget and the Budget Narrative.

A. Budget Summary by Project Year

Provide a summary budget showing totals for the categories listed below for each year of the project. Please see below for a sample template:

Budget Summary Categories	Total
1. Personnel	
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs	
11. Total Costs (lines 9-10)	

B. Line-Item Budget

A breakdown or spreadsheet showing costs **for each year of the project** in each of the budget categories listed below, with detailed calculations showing estimation methods, quantities, unit costs, and other similar detail. The budget spreadsheet

may be presented in a font smaller than 12 point; but must not be smaller than 8 point font. Any cost-share presented must be broken down according to line-items.

Personnel - For each staff person, provide information such as job title, time commitment to the project as a percentage of full-time equivalent, annual salary (or wage rate), and salary from grant funds.

Fringe Benefits - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs for employees, including health insurance, FICA, retirement insurance, and taxes. State fringe benefit costs separately from salary costs and explain how benefits are computed for each category of employee.

Travel - Identify staff and participant travel, including in-country travel, and *per diem*/maintenance (includes lodging, meals, and incidentals for both participant and staff travel). Please note that rates of maximum allowance for U.S. and foreign travel are available at www.fedtravel.com. *Per diem* rates may not exceed the published USG allowance rates, but applicants have the option of using lower *per diem* rates.

Equipment - For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, and the total cost. Equipment is defined as tangible property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per item.

Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies.

Contractual - Provide the costs of all contracts for services and goods, except for those that belong under other categories (such as equipment, supplies, construction, etc.). For each sub-grant/contract, provide a detailed line-item breakdown explaining specific costs and services. If consultants will be used in the grant, provide all costs related to their activities, including travel and *per diem* costs.

Other Direct Costs - (These will vary depending on the nature of the grant.) - Provide computations for all other costs. These costs, where applicable and appropriate, may include but are not limited to insurance, food, professional services, space and equipment rentals, stipends, telephone and electricity.

Indirect Charges - Indirect costs are costs which have been incurred for common or joint objectives of an organization and cannot be readily identified with a particular cost objective. These costs are determined by the recipient's accounting system's definition. Generally, a negotiated indirect cost rate agreement (NICRA) is not warranted unless an organization has many U.S. Government awards at one time. Therefore, whether you have a NICRA or not, it is not viewed as detrimental.

C. Budget Narrative

A brief explanation of each line-item that justifies identified costs. The narrative should focus on costs in year 1; new costs occurring in years 2 or 3 should also be discussed. The budget narrative must be presented in 12 point font.

Personnel - Identify staffing requirements by each position title with a brief description of duties, including work locations, and other justifications for these costs as they relate to the project.

Fringe Benefits - Provide an explanation of fringe costs and how they are calculated.

Travel - Provide a description of travel costs, including the purpose of the travel and how the travel relates to the project.

Equipment - Provide justification for any planned equipment purchase/rental for the project. Note that equipment is defined as tangible property having a useful life of more than one year, and an acquisition cost of \$5,000 or more.

Supplies - Specifically describe general categories of supplies and their direct use for the project.

Contractual - Describe each contractual or consultant cost, and outline the necessity of each for the project.

Other Direct Costs - Provide a narrative description and a justification for each cost under this category and describe how the costs specifically relate to this project.

Indirect Charges – Describe the cost rate used to calculate indirect charges.

Section 6- Negotiated Indirect Cost Rate Agreement (NICRA)

**Required only if applicable.* Submit a copy of the current NICRA between your organization and the relevant U.S. Government agency. Indicate the type of

Indirect Rate used (Provisional, Predetermined, Final, or Fixed). Copy of NICRA will not be counted in page limit.

Section 7–Resumes or Qualifications for Key Positions

Applicants must submit resumes for key project staff already identified and committed to the project. If key staff have not been identified yet, a brief description of the required qualifications and key responsibilities for the position will be accepted. Key staff is defined as the individual position(s) necessary to complete the project, such as the program director.

Section 8 – Certification of Training Requirement for Victim Assistance Personnel

This is a requirement for programs that provide assistance to child trafficking victims, per the Trafficking Victims Protection Act of 2000, as amended (TVPA), sec. 107A(b)(1) (P.L. 110-457). Applicants must submit an attachment that contains the following statement undersigned by an official authorized to submit the proposal:

The applicant hereby certifies that, to the extent practicable, persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons.

Section 9 – Letters of Intent to Cooperate in Partnership

J/TIP recommends that you engage anti-trafficking partners to strengthen your proposal and/or proposed activities. If the proposed project includes one or more partnerships among NGOs, universities, government agencies, or others, applicants should submit letters of intent to cooperate in English from the entity or entities that indicate their willingness to form a partnership for the purposes of the project. This is particularly important with respect to proposals that include significant partnership with one or more government institutions.

CRITERIA FOR EVALUATION OF FULL PROPOSALS

The following criteria will be used to evaluate full proposals:

-- Quality of Project Idea

The proposal should be responsive to combating child trafficking in the Central, Volta, and/or Greater Accra regions in Ghana. Projects should support implementation of the Child Protection Compact Partnership (CPC Partnership) between the government of the United States of America and the government of the Republic of Ghana. Innovative projects that provide novel ideas in the fight against trafficking are also encouraged.

-- Program Goals/Objectives

The proposal should address how the project will accomplish the overall goals of the Partnership through the outlined objectives. The proposal should demonstrate a logical approach and present project objectives that are measurable and achievable during the project period. Proposed projects should address long-term institutional and/or organizational development with an emphasis on moving towards sustainability.

-- Plan for Measuring Program Effectiveness

Output and outcome indicators should be clearly linked to project goals and objectives. The project should demonstrate the capacity for engaging in evaluation, including the potential impact on the government's response to child trafficking in Ghana.

-- Organizational Capability and Record of Performance

The Office will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and organizational resources should be adequate and appropriate to achieve the project's goals. Roles and responsibilities of primary staff should be clear. Strong knowledge of TIP issues and the child trafficking context in Ghana must be demonstrated.

-- Budget Detail and Cost Effectiveness

The overhead and administrative components of the proposal should be reasonably low. All costs should be necessary and appropriate to the execution of the project. The presentation of each line-item and corresponding budget narrative should demonstrate that the organization's efforts will be consistent with sound financial management practices. Cost sharing is considered beneficial. If cost share is offered, it must be shown and broken down into the required budget categories.

-- Partnerships

Applicants should highlight any key partnerships that will be employed to achieve proposed goals and objectives. These may include the development of coalitions among local organizations; formal partnerships between U.S.-based and local

NGOs abroad to promote capacity-building, mentoring, and collaboration; collaboration between multilateral organizations and criminal justice, labor, immigration or social service agencies; and/or partnerships between academia and public, private, or NGO entities. Projects that demonstrate strong partnerships and development of local NGOs are strongly encouraged.

PROPOSAL DEADLINE AND SUBMISSION INSTRUCTIONS

Proposals should be submitted via www.grantsolutions.gov or www.grants.gov by 5 PM EST on Monday, July 20.

Applications Submitted Through www.grantsolutions.gov

Applicants are highly encouraged to submit applications via www.grantsolutions.gov.

Organizations using www.grantsolutions.gov for the first time must register on the www.grantsolutions.gov site to create a New Applicant account and should do this as soon as possible. This **application step must be completed** before an application can be submitted.

To register with www.grantsolutions.gov, follow the “*First Time Applicants*” link and complete the “*GrantSolutions.gov New Applicant Sign Up*” application form. Organizations that have previously used www.grantsolutions.gov do not need to register again. If an organization that has previously used [grantsolutions.gov](http://www.grantsolutions.gov) is not able to access the system, please contact Customer Support for help: help@grantsolutions.gov or call 1-866-577-0771.

A valid Unique Entity Identifier [formerly the Data Universal Numbering System (DUNS)] is not required for submission of an application on www.grantsolutions.gov; however, a valid UEI number is required should your application be selected for award. Organizations should verify that they have a UEI number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a UEI number can be found at <http://fedgov.dnb.com/webform>.

Please register with the System for Award Management (SAM) at the time you submit your proposal. *Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR).* Applicants who are selected for foreign assistance funding will be required to have an active registration in SAM.gov. Although registration is not required prior to submitting an application via www.grantsolutions.gov, we ask all interested applicants to register their

organization at SAM.gov as soon as possible to avoid future delays. Organizations who have used SAM previously should note that in order to maintain an active registration, users must log into their SAM account at least once every 13 months (395 days). If your account has become inactive, please reactivate your account at the time of your SOI application.

Electronic applications submitted via www.grantsolutions.gov must contain the online forms (completed) and the required documents specified in the application kit. No additional documents should be uploaded. Applicants should wait until the upload shows the status as “*Successful*” before moving to the next part of the application kit.

Upon completion of a successful electronic application submission, the Grant Solutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Standard Time) of the electronic application submission as well as an official Application Number. This confirmation page will also provide a listing of all items that constitute the final application submission. Please print this page for your records.

For assistance with www.grantsolutions.gov please contact Customer Support at help@grantsolutions.gov or call 1-866-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available 8 AM – 6 PM EST, Monday – Friday, except federal holidays. Please direct your questions regarding the process of uploading your application to the Customer Support. Technical difficulties not resolved by the Help Desk must be fully documented and reported to the Office at JTIPGrants@state.gov.

Applications Submitted Through www.grants.gov

Applicants who do not submit applications via www.grantsolutions.gov may submit via www.grants.gov. However, please note that application submission via www.grantsolutions.gov is highly encouraged. If applicants experience difficulty submitting an application via www.grants.gov, they should try www.grantsolutions.gov.

Both a valid UEI number and a SAM registration are required prior to submitting an application via www.grants.gov.

Organizations should verify that they have a UEI number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a UEI number can be found at <http://fedgov.dnb.com/webform>.

Please register with SAM as soon as possible. Applicants who are selected for foreign assistance funding will be required to have an active registration in sam.gov. Applicants are responsible to ensure their SAM accounts are active. Inactive accounts may be activated using steps stated above. Instructions on how to register with SAM are also available at:
http://www.grants.gov/applicants/org_step2.jsp.

Electronic applications submitted via the www.grants.gov must contain the online forms and required documents. Upon completion of a successful electronic application submission on www.grants.gov, the applicant will receive an email confirmation that the application has been successfully submitted and is in the process of verification. The applicant will then receive another email confirming that the application has been verified. Both emails are provided by www.grants.gov to verify that an application was received. Please print these emails for your records.

For assistance with www.grants.gov, please call the Contact Center at 1-800-518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays. **Please note that July 3, 2015 is a federal holiday and the help desk will be closed.**

ADDITIONAL INFORMATION

Anticipated Time of Award: We anticipate to award grant funds to successful applicants no later than September 30, 2015.

Information on the USG's international anti-trafficking efforts (annual Trafficking in Persons Reports and previously-funded USG projects) is available online at <http://www.state.gov/j/tip/>.

USG TIP Policy: The U.S. government defines trafficking in persons to include all of the conduct involved in reducing or holding someone in compelled service. Under the Trafficking Victims Protection Act (TVPA) and consistent with the UN Protocol to Prevent, Suppress and Punish Trafficking in Persons (Palermo Protocol), individuals may be trafficking victims regardless of whether they once consented, participated in a crime as a direct result of being trafficked, were transported into the exploitative situation, or were simply born into a state of servitude. Despite a term that seems to connote movement, at the heart of the

phenomenon of trafficking in persons are the many forms of enslavement, not the activities involved in international transportation. The Office will not support projects that will use alternate definitions of trafficking.

Reporting and Monitoring Requirements: Applicants selected for an award must meet the following reporting and policy requirements:

1. **Reporting Requirements:** Grantees are required to submit quarterly program progress and quarterly financial reports (SF 425) throughout the project period and a final program progress report and SF 425 shall be submitted within 90 days after the expiration of the grant award. Access to funds may be suspended if reports are late or incomplete. The Office reserves the right to request additional programmatic and/or financial program-related information during the grant period.
2. **Grant Monitoring:** The Office places emphasis on monitoring and evaluation of all funded projects. Grantees should expect to have their programs visited and reviewed by a grant and/or program officer. On-site reviews include assessment of program and administrative effectiveness.

Anti-Prostitution Policy and Requirements: The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. Consistent with the TVPA, grantees may be required to agree to the following conditions prior to a grant being awarded:

1. None of the funds made available herein may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to combat trafficking in persons, including programs for prevention, protection of victims, and prosecution of traffickers and others who profit from trafficking in persons, by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked. The recipient shall insert this provision in all sub-agreements under this award.
2. An organization receiving funds for any program targeting victims of severe forms of trafficking must affirmatively state one of the following conditions, and shall also insert one of these provisions in all sub-agreements under an award. Either:

- *“That it does not promote, support, or advocate the legalization or practice of prostitution and will not promote, support, or advocate the legalization or the practice of prostitution during the term of this grant.”*

Or:

- *“That it has no policy on prostitution and will remain neutral during the term of this grant.”*

Leahy Vetting Requirement: This applies to training or other assistance to be furnished to any unit or individual member of the security forces of a foreign country. Leahy vetting is required when training or assistance is provided to foreign security forces, including when such assistance is provided under a grant or cooperative agreement. Department guidance provides the following information on the type of personnel who are considered security forces and thus must be vetted under Leahy:

- *“The Leahy amendment refers to the ‘security forces of a foreign country.’ It makes no distinction between military and civilian. The key is whether the individual is a member of a security force unit. In broad terms, any division or entity (to include an individual) authorized by a State or political subdivision (city, county, etc.) to use force (including by not limited to the power to search, detain, and arrest) to accomplish its mission would be considered a security force. ‘Security forces’ thus could be units of law enforcement or the military. Prison guards, customs police, border police, tax police, and the coast guard would be examples of the types of units included in the category of ‘security forces.’ Members of these types of units should be considered as subject to the Leahy Amendment and be vetted either as individuals or as part of the unit being trained. Examples of persons who are not considered ‘security forces’ include: government bureaucrats, prosecutors, judges, civilian members of NGOs, international organizations or task forces and forensic lab workers.”*

Leahy Vetting requirements will be fully outlined in the award agreements for recipients.

TVPA Requirement for Training of Trafficking Victim Assistance Personnel: Any applicant seeking funding under this solicitation must be prepared to make the following certification in its full proposal:

- *Applicant hereby certifies that, to the extent practicable, persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons.*

Executive Order Strengthening Protections Against Trafficking in Persons in Federal Contracts: Any applicant's hiring process must be consistent with the U.S. government's position on preventing human trafficking among federal contractors, specifically:

- *The Executive Order expressly prohibits federal contractors, subcontractors, and their employees from engaging in certain trafficking-related practices, such as misleading or fraudulent recruitment practices; charging employees' recruitment fees; and destroying or confiscating an employee's identity documents, such as a passport or a driver's license.*

U.S. National Action Plan on Women, Peace, and Security: Applicants are encouraged to review the goals of the U.S. National Action Plan on Women, Peace, and Security for their relevance to applications. In particular, Outcome 3.3 of the Plan provides guidance on efforts to combat trafficking:

- *"Engage with international and/or civil society organizations to ensure that standard operational procedures are in place to prevent human trafficking, especially among refugees and internally displaced persons (IDPs), including appropriate assistance and procedures for unaccompanied minors, to identify potential trafficked persons, and to refer survivors to appropriate service providers. As appropriate, provide support to international and civil society organizations to set up emergency care services for trafficking survivors."*

And:

- *"Promote establishment of local coalitions or taskforces comprised of relevant government authorities and civil society organizations to combat human trafficking as part of the justice reform measures in post-conflict areas."*

U.S. Department of State Policy on Disabilities: The United States Government has made a commitment to protect and advance human rights and fundamental freedoms for all people, including persons with disabilities. To that end, President Obama signed the Convention on the Rights of Persons with Disabilities (CRPD) on July 30, 2009, to ensure that every person living with a disability can benefit from the same access and protections, in the United States and abroad.

U.S. Department of State Policy on Lesbian, Gay, Bisexual, and

Transgendered Individuals: In preparing applications, applicants are reminded that the Department's priorities for advancing LGBT equality abroad are to eliminate violence and discrimination based on sexual orientation, gender identity, and gender expression. Advancing the human rights of LGBT people, as with our support for other marginalized or vulnerable people, complements and reinforces other U.S. foreign policy priorities, including strengthening civil society, promoting the rule of law, supporting gender equality and advancing the status of women and girls, protecting refugees and asylum seekers, and furthering anti-trafficking efforts, among others. Due to these intersections, violations or abuses of the human rights of LGBT people often also have negative implications for other U.S. foreign policy priorities.

Standard Terms and Conditions

Applicants selected for an award must follow Department of State Standard Terms and Conditions for Federal Assistance Awards. Please review the U.S. Department of State's Standard Terms and Conditions for Federal Assistance Awards, included in the links below:

http://fa.statebuy.state.gov/Content/documents/Standard_Domestic_Terms_and_Conditions.pdf

http://fa.statebuy.state.gov/Content/documents/Overseas_TandC.pdf

CONTACT INFORMATION

Please direct questions about the requirements of this solicitation to Rebecca Henenlotter at HenenlotterR@state.gov, Tracie Hill at HillT2@state.gov, or Theresa Eugene at EugeneT@state.gov.

For assistance with Grantsolutions.gov please contact Customer Support at help@grantsolutions.gov or call 1-866-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available 8 AM – 6 PM EST, Monday – Friday, except federal holidays. **Please note that July 3, 2015 is a federal holiday and the help desk will be closed.**

For assistance with Grants.gov, please call the Contact Center at 1-800-518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day,

seven days a week, except federal holidays. **Please note that July 3, 2015 is a federal holiday and the help desk will be closed.**

Attachment 1- Clarification of Terms

For purposes of the CPC Partnership,

“trafficking in persons” and **“human trafficking”** are used as umbrella terms for the act of recruiting, harboring, transporting, providing, or obtaining a person for compelled labor or commercial sex acts through the use of force, fraud, or coercion. This compelled service includes involuntary servitude, slavery or practices similar to slavery, debt bondage, and forced labor. Human trafficking can include, but does not require, movement. People may be considered trafficking victims regardless of whether they were born into a state of servitude, were transported to the exploitative situation, previously consented to work for a trafficker, or participated in a crime as a direct result of being trafficked. At the heart of this phenomenon is the traffickers’ goal of exploiting and enslaving their victims and the myriad coercive and deceptive practices they use to do so;

“forced child labor” sometimes referred to **child labor trafficking** is a form of trafficking in persons the purpose of which is to subject children to forced labor. Any person who engages in recruiting, harboring, transporting, providing or obtaining a child for the purpose of forced labor has committed this crime. Forced child labor includes situations in which the child is in the custody of someone other than an immediate family member who requires the child to perform work that financially benefits that person, as well as situations in which a parent provides a child to others who subject the child to forced labor in which the child does not have the option of leaving the employment. Children subjected to forced labor are usually inadequately cared for and not allowed to attend school and are often abused;

“child sex trafficking” is a form of trafficking in persons and occurs when a child is recruited, harbored, transported, provided, obtained, or maintained for the purpose of performing a commercial sex act from which the trafficker benefits financially. Children who are prostituted are sex trafficking victims, without regard to whether force is used to make them engage in commercial sex; and

“child trafficking” encompasses forced child labor and child sex trafficking; and

“child” is a person under the age of 18.

Attachment 2 – Information on Ghanaian government ministries and anti-trafficking activities

The Ministry of Gender, Children, and Social Protection (MGCSP) is the lead government agency for developing and coordinating human trafficking measures. The MGCSP's Human Trafficking (HT) Secretariat oversees policy formulation, police review, implementation, advocacy, monitoring, monitoring and evaluation of trafficking efforts, as well as data collection and research into trafficking issues.

The HT Secretariat is also responsible for convening quarterly meetings of the Human Trafficking Management Board (HTMB), the inter-ministerial board chaired by the Minister for Gender, Children, and Social Protection. The HTMB was recently re-constituted and met in late 2014, after having not met for nearly two years due to a lack of funds. The HTMB is comprised of a member of parliament, representatives of the police, prosecution, immigration, health, education, local government, journalism, and NGOs; representatives of international organizations (UNICEF and IOM) serve as observers. As authorized in the Human Trafficking Act of 2005, the Board is responsible for advising the minister on trafficking policy and promoting strategies to prevent trafficking and to facilitate assistance, care, and re-integration of trafficking victims and it oversees management of the Human Trafficking Fund that is intended to support victim services. The Board maintains five subcommittees: (1) Monitoring and Evaluation; (2) Research, Data Collection, Information Dissemination, and Prevention; (3) Legal Framework and Policy Development; (4) Finance and Resource Mobilization; and (5) Rescue, Rehabilitation and Reintegration.

Within the MGCSW, the Department of Social Welfare (DSW) is responsible for administering protection services for child victims of human trafficking; however a lack of funding for shelters and other services has impeded the delivery of comprehensive care for child victims of human trafficking. DSW also administers the government's Livelihoods Empowerment Against Poverty (LEAP) cash transfer program that provides extremely poor households with cash grants, some of which are conditional upon children's attendance at school and their non-involvement in the worst forms of child labor, including child trafficking

In its January 2015 statement, the MGCSP announced its 2015 goals related to human trafficking: to develop a National Plan of Action on Human Trafficking (NPAHT), launch a new shelter for victims of human trafficking, strengthen the HT Secretariat, expand the LEAP program to reach 200,000 household beneficiaries, disseminate the newly approved National Child and Family Welfare

Policy, and finalize the Child Justice Policy on its Children's Rights Promotion, Protection and Development Programme.

The Ministry of Interior's Ghana Police Service (GPS) maintains the Anti-Human Trafficking Unit (AHTU) in the Criminal Investigation Division (CID). The AHTU has permanent field offices in ten regions and leads the government's efforts to investigate and prosecute child trafficking cases under the 2005 Human Trafficking Act (HT Act), as amended, which prohibits all forms of trafficking and prescribes sufficiently stringent penalties. The AHTU been recognized for its leadership in enforcement of the HT Act. The reported statistics show that in 2013, Ghana obtained convictions in six of twenty trafficking cases prosecuted; the AHTU was responsible for the vast majority of these cases. All of the convictions involved sex trafficking and some of the victims in these cases were minors. No convictions in child forced labor cases were reported. Implementing regulations for the Human Trafficking Act, referred to as a legislative instrument, have not been issued, thereby impeding enforcement of the Act. The GPS Domestic Violence and Victims Support Unit (DOVVSU), which has the lead on child abuse and domestic violence cases, cooperates with the AHTU and refers suspected cases of child trafficking to the AHTU for investigation. The GIS also investigates and prosecutes human trafficking cases.

The Ministry of Employment and Labor Relations (MELR), Labor Department (LD), Child Labor Unit (CLU) leads implementation of Ghana's National Plan of Action (NPA) to Eliminate the Worst Forms of Child Labor (WFCL), 2009-2015, under the supervision of the National Steering Committee on Child Labor (NSCCL). The NPA prioritizes nine worst forms of child labor including child trafficking, fishing, mining and quarrying, ritual servitude, commercial sexual exploitation of children, child domestic servitude, and labor in some agricultural sectors (cotton, cattle herding, cocoa, oil palm, crop and vegetables). The NPA acknowledges that the institutions charged with protection of children from exploitation and enforcement of laws relating to the WFCL lack interagency coordination and are inadequately equipped; "few districts have the institutional capacity (shelters, personnel with the requisite know-how such as specialized police and judges, child psychologists, social welfare officers, Labor Inspectors) for identifying, rescuing, protecting, and rehabilitating children in especial need or danger." The NPA also provides the framework for the Ghana Child Labor Monitoring System (GCLMS), a tool that facilitates the collection and analysis of data measuring the number of children at risk or engaged in child labor and WFCL in targeted communities.

The Ministry of Justice and Attorney General's Department (AG) oversees the prosecution of crimes in Ghana; in practice, the prosecution of most trafficking cases has been conducted by GPS prosecutors. Ghana's NPA to Eliminate the WFCL, including child trafficking, designates the AG's Department as the lead for prosecution and enforcement of laws related to the WFCL. The NPA also recognizes that it "is imperative to prosecute systematically offenders, perpetrators and accomplices of unconditional WFCL to ensure deterrence and provide remedies and effective protection for victims."